

## Good Practice Stakeholder Participation training course - Edinburgh, Oct 31-Nov 2, 2018 Quaker Meeting House, 7 Victoria Terrace, Edinburgh EH1 2JL

### 1. Fees

		Corporate rate per person (employing five or more)	Standard rate per person (public service and academia)
• <b>Training Fee</b>	Includes three days training, a detailed handbook and a learning journal in which to note key learning points.	895.00	695.00
	<b>VAT 20% GBP</b>	179.00	139.00
	<b>Total with VAT GBP</b>	1074.00	834.00

### 2. Booking and payment

**Booking** Please note: courses book up fast and we recommend booking early to avoid disappointment

- Print out and send your booking form by post or save this form, fill it in and e-mail it back to us at: [training@dialoguematters.co.uk](mailto:training@dialoguematters.co.uk)
- We reserve the right to cancel a course due to unforeseen circumstances. In this unlikely event we will offer a refund or alternative date without liability for any consequential or indirect loss.

**Payment**

- We accept payment by cheque, bankers order and BACS. We regret we cannot accept credit/debit cards.
- Please pay in pounds sterling and send to:  
**Dialogue Matters Ltd** The Old Harness Room, Penstock Hall Farm, East Brabourne, Kent, TN25 5LL.
- Cheques should be made payable to: **Dialogue Matters Ltd**
- If preferred, we can invoice your organisation - let us know if the address is different to your own

**Deadline**

- **Full payment should reach us at least FOUR weeks BEFORE the course.** We operate a waiting list and if full payment is not received by this deadline we may offer the place to others.

**Refunds**

- No refunds will be made for cancellation less than four weeks before the training.

**We are aware that some organisations have budgets for staff training and separate budgets for accommodation and meal costs. We are happy to invoice you separately if this helps.**

### 3. Booking form (use tab key to get to next entry)

Surname			Which dates?	<b>October 31-November 2, 2018</b>
Forename(s)			Organisation:	
Address:			Invoice Address if different:	
Telephone			Purchase Order No:	
Email:			Position:	
Please tell us where you heard about this course			Special dietary/other requirements:	
Number of places required:	Amount of payment £	Cheque Enclosed: Y/N	Invoice to be Sent: Y/N	Are separate invoices required for course fee and accommodation? Y/N

Would you like to be kept up-to-date via email with occasional news about participation and best practice in stakeholder dialogue? Please delete as appropriate. YES NO